

Included in this are the date and time in which the element was imported, the workflow step involved with the element work execution, the name of the individual importing the element the individual's company name and information involving the identity of the user computer involved with the element import.

Added to the above are User Defined Document Rules and User Defined Element Rules components, which respectively identify combinations of document properties and related values as well as element properties and related values established by user/administrators as requirements for certain types of documents and elements. The types of documents and elements for which user defined rules are to be applied are determined by the user/administrator, through interfaces and tools, which allow the user/administrator to identify the document, document property, document property values and/or element, element properties and element property values that constitute matching criteria for applying document or element rules. Additionally, the user/administrator has the ability to designate any combination of properties and/or values as constituting a rule.

Also incorporated in the system, is a Temporary Import Records component. This component exists to facilitate the temporary storage of the parsed and tagged objects and relationships that are in the process of being imported into the system archive and are either inconsistent with user-established import rules, which addresses such issues as:

- a. Redundant objects and/or relationships derived from multiple documents associated with a "batch-mode" import;
- b. Redundant objects and/or relationships derived from previously imported and archived in the invention's objects and relationships data-modeled archive;
- c. Objects and/or relationships being imported, which are judged by the user to have been inaccurately executed in the original document authoring application;

- 5
- d. Objects and/or relationships being imported, which require clarification due to either anomalies in the original document authoring application relative to the invention's parsing and tagging component; and
 - e. The need to establish combinations of objects and/or relationships to be combined for treatment by the invention as though they were single objects and/or relationships.

10 As is established later in this document, the user has the option of either designating a rule violation for manual, user-executed reconciliation or correction, or designating a rule violation for automated reconciliation or correction, which is to be executed by the invention.

15 So as to reduce the time and effort necessary to populate the system's archive with existing documents, a batch-mode conversion is provided. Various types of document formats are converted to the systems standard input data format for loading into the archive.

20 The system enables users to activate third party OS level scripting applications such as AppleScript to designate folders and volumes as hot folders or watched folders. Through these features documents already resident in properly designated folders or volumes as well as documents drag or saved to properly designated folders or volumes begin the importing process.

25 The system enables users to designate folders or volumes as "hot folders" for the importing the documents contained therein. As a result, documents resident in folders or volumes designated as hot folders are automatically brought into the import process.

Users are able to designate specific folders or volumes as "watched folders". As a result, documents moved to watched folders or volumes or documents saved from applications to watched folders or volumes are also brought into the system's import process.

30 In order to enable designers, operators and users throughout a graphics workflow to "file" documents to the system's archive, regardless of their physical

proximity to the system, a FTP option for document archiving is also provided. In providing this capability, FTP uploads transacted from the Internet, are uploaded to watched folders or volumes through the system's' archive import management interface.

5 Documents being imported into the system's archive are next converted to the system's standard input language, such as PostScript (Vector), EPS (raster) formats or PDF format documents as the archive administrator designates through the system's import management interface.

10 In order to provide effective management of features use and to facilitate version tracking in the system as well as system Management,. Users are required, for first time use, to fill out a user registration form. For users uploading or downloading documents from the system's integrated Internet FTP capability, only the browser-based interface option is possible.

15 To receive general access privileges and to effect file downloads, users are required to provide such information as their name, title, company name and the function they have in the graphics design and/or production workflow as well as to indicate identification of their primary and any secondary access computers they will be using to work with system assets. Such security-related system information as the setting of cookies, determination of system IP addresses is establish as well 20 as system configuration, and access route server data and other identity related information is determined.

Users are also required to establish user names and passwords for access to the system. Additional security-related capabilities such as provision for user 25 encryption keys and certificates can be provided as would be understood by those of skill in the art.

As users complete filling out the system's access privileges request form, their personal, system(s) and server related information is held as temporary system access request records, within the system's Access Administration capability. As 30 the system's administrator logs in, the access administration interface notifies the administrator of any pending requests for access privileges assignment. Within this